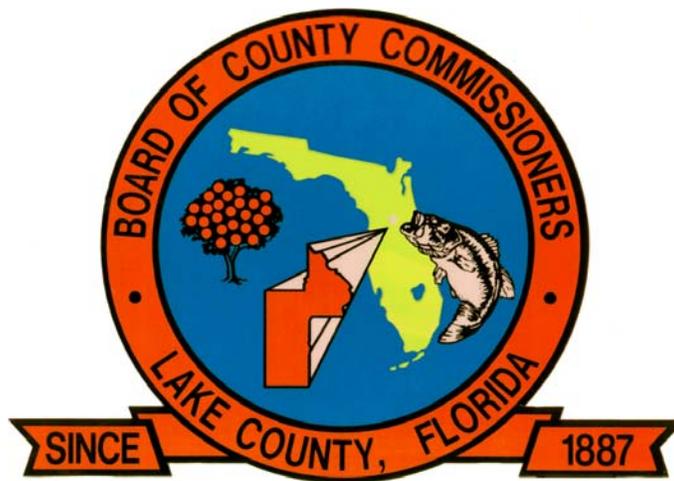


LAKE COUNTY

COMPREHENSIVE **E**MERGENCY **M**ANAGEMENT **P**LAN



Approved September 2, 2003
Resolution No. 2003-141

LAKE COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

The Lake County Comprehensive Emergency Management Plan is a living document and being such we want to keep you updated to any additions and/or revisions that may occur in the future.

Please make a copy of this page, then complete the receipt acknowledgement and return to our office for our files. Thank You.

I acknowledge receipt of the LAKE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

By _____ (Please Print or Type) _____ (Date)

Addressee _____ (Please Print or Type)

Department/Division/Agency _____

Return to:

E. E. (Butch) Whitehead
Division of Emergency Management
315 W. Main St. (Suite 411)
P.O. Box 7800
Tavares FL 32778-7800

**LAKE COUNTY
 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

DISTRIBUTION LIST

COUNTY DEPARTMENTS/DIVISIONS	COUNTY AGENCIES	MUNICIPALITIES
Agricultural Center	American Red Cross	Town of Astatula, Police, Public Works
Animal Control	Army Corps of Engineers	City of Clermont, Fire, Police, Public Works
Board of County Commissioners (5)	Clay Electric	City of Eustis, Fire, Police, Public Works
Budget & Administrative Services	Division of Forestry	City of Fruitland Park, Fire, Police, Public Works
Building Services	First United Methodist Church	City of Groveland, Fire, Police, Public Works
Clerk of the Courts	Florida Department of Environmental Protection	Town of Howey-in-the-Hills, Police, Public Works
Community Services	Florida Department of Law Enforcement	Town of Lady Lake, Police, Public Works
County Attorney	Florida Department of Transportation	Lady Lake Village Center CDD, Fire
County Manager	Florida Fire Chiefs Association	City of Leesburg, Fire, Police, Public Works, Electric & Gas
E911 Communications	Florida Fish & Wildlife Conservation Commission	City of Mascotte, Fire, Police, Public Works
Emergency Management (11)	Florida Highway Patrol	City of Minneola, Public Works
Economic Development & Tourism	Florida National Guard	Town of Montverde, Fire
Elections & Voter Registration	Florida Natural Gas	City of Mt. Dora, Fire, Police, Public Works
Emergency Operations Center (10)	Florida Power	City of Tavares, Fire, Police, Public Works
Emergency Operations Center Section Chiefs (3)	Humane Society	City of Umatilla, Fire, Police, Public Works
Environmental Services	Florida Hospital Waterman/Lake Special Transport	
Fire Rescue	Lake County School Board	

**LAKE COUNTY
 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

DISTRIBUTION LIST (Continued)

Growth Management	Lifestreams Behavioral	
Health Department	Center/Lake County Transit	
Human Resources	Leesburg Regional Medical Center	
Medical Examiner	Lake Sumter Community College	
Procurement Services	Lake-Sumter EMS	
Property Appraiser	RACES	
Public Information Office	Salvation Army	
Public Safety	Sprint	
Public Works	State Attorney	
Sheriff	South Lake Hospital	
Tax Collector	Special Needs Shelters (20)	
Water Authority	State Division of Emergency Management	
	St. John's River Water Management	
	Sumter Electric	
	United Way	
	Villages Regional Hospital	

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XV. Emergency Support Function Annexes (Separate Documents)

Each Emergency Support Function has an annex to the Comprehensive Emergency Management Plan detailing the concept of operations for the function. A standard outline is used for each ESF annex to ensure continuity of the CEMP and allow for easy reference.

EMERGENCY SUPPORT FUNCTIONS

1.	Transportation	ESF 1
2.	Communications	ESF 2
3.	Public Works and Engineering	ESF 3
4.	Firefighting	ESF 4
5.	Information and Planning	ESF 5
6.	Mass Care	ESF 6
7.	Resources	ESF 7
8.	Health and Medical Services	ESF 8
9.	Search and Rescue	ESF 9
10.	Hazardous Materials	ESF 10
11.	Food and Water	ESF 11
12.	Energy	ESF 12
13.	Military Support	ESF 13
14.	Public Information	ESF 14
15.	Volunteers and Donations	ESF 15
16.	Law Enforcement and Security	ESF 16
17.	Animal Services-Animal Control	ESF 17
18.	Finance	ESF 18

FORWARD

Government entities in Lake County have a commitment and a responsibility for the safety of its citizens. Their safety and security depends on the continuation of vital governmental services, before, during, and following an emergency or disaster.

The Lake County Public Safety Department, Division of Emergency Management, is mandated by Federal, State, and local laws to ensure that mitigation efforts are enhanced; preparedness is encouraged; responsiveness is assured; and recovery is achieved efficiently and effectively before, during, and after man-made and/or natural disasters (i.e., fires, hurricanes, tornadoes, chemical spills, floods, terrorist event, etc.) occur in Lake County.

One of the primary responsibilities of the Lake County Public Safety, Division of Emergency Management, is to develop a local comprehensive emergency management plan. This plan addresses, as thoroughly as possible, all emergency response functions of local government departments and agencies, public officials, and other public and private organizations, during emergencies or disasters. Lake County Public Safety, Division of Emergency Management, has achieved that objective by developing this plan, the Lake County Comprehensive Emergency Management Plan. This plan is designed to assist in ensuring that jurisdictions in Lake County can effectively prepare for, respond to, and recover from emergencies and disasters. This plan was developed with input from local government departments and agencies that play a vital and functional role in responding to emergencies or disasters.

E. E. (Butch) Whitehead, Director of Emergency Management

Date



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INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by Lake County departments and organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

BASIC PLAN

Response: (Begins on Page 1 with Introduction) Developed by Lake County Department of Public Safety, Division of Emergency Management, the Basic Plan details the policies, organization, concept of operations, and assignment of responsibilities, necessary for Lake County response operations. The Basic Plan includes attachments and appendices as necessary.

Recovery: (Begins on Page 85) Addresses communities short and long-range recovery issues. Developed by the Lake County Department of Public Safety, Division of Emergency Management, and the Recovery Section details the procedures for damage assessment, requests for Federal Disaster Assistance, Individual Assistance programs, and Public Assistance programs.

Mitigation: (Begins on Page 106) Addresses actions taken to reduce or eliminate long-term risk to people and their property from the effects of various hazards. Mitigation efforts are also addressed in the Local Mitigation Strategy annex.

ESF ANNEXES

(Separate Documents) Each Emergency Support Function (ESF) has an annex to the CEMP detailing the concept of operations for the function. A standard outline is used for each ESF annex in order to ensure continuity of the CEMP and allow for easy reference. ESF annexes are not included in this document.

SUPPLEMENTAL

(Separate Documents) There are three Supplemental Plan Annexes to the CEMP; the Emergency Operations Center (EOC) Plan dated 1 July 2003, included in this document as Annex 1; the Terrorism Incident Response Annex dated 1 October 2002, and the Local Mitigation Strategy Plan, dated 22 September 2000. The Terrorism Incident Response Annex and the Local Mitigation Strategy Plan are not included in this document.

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SOPs (Separate Documents) Standard Operating Procedures are not included in this plan, but are developed by each ESF and/or Agency, and are essential to the implementation of this document. Copies of all SOPs are kept for reference at the Emergency Operations Center.

CHECKLISTS (Separate Documents) Detailed checklists supplement the ESF Annexes and agency SOPs. The checklists are simple, bullet style documents used by operational personnel as a reminder for actions to take.

All individuals with assigned responsibilities should be familiar with the entire plan however; added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those events that do occur and may be specifically addressed herein.

DEVELOPMENT AND MAINTENANCE

- A. The development and annual review of this plan shall be by all officials and agencies involved and will coordinate necessary revision efforts through the Department of Public Safety, Division of Emergency Management. This shall include a critique of the actions taken in support of the plan following any event necessitating implementation of the plan.
- B. This plan shall be exercised annually in lieu of actual response to real emergency events.
- C. This plan shall be considered a "living plan" and with each use, either by exercise or incident, the plan shall be reviewed and revised by all, agencies and public officials with the intent of improving it.
- D. For the 2002 Lake County CEMP review an updated draft was developed by the Lake County Division of Emergency Management and provided to each of the county government agencies, each of the Emergency Support Function (ESF) Coordinating Officers and each of the municipalities. The plan was placed onto the county internet site for review and comment by any interested party. Comments received have been addressed and, where appropriate, added to the plan.

Monthly Emergency Operations Center meetings address components of the plan, ensuring that it is indeed a "living plan" that will meet the needs of the county as changes occur. These changes are incorporated into the plan and noted on the county intranet and internet version of the plan. Parties are then notified via email and at monthly EOC meetings of the changes.

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The Division of Emergency Management maintains an active list of each County Agencies Emergency Coordinating Officer and each Emergency Support Function Emergency Coordinating Officer. In addition to county agencies, the following agencies provide support and input to the County Comprehensive Emergency Management Plan: The American Red Cross; Department of Transportation; Division of Forestry; Florida Department of Law Enforcement; Florida Highway Patrol; Florida Power; Lake-Sumter EMS; Lifestreams Behavioral Center/Lake County Transit; RACES; Salvation Army; School Board; Sprint; St. John's River Water Management; Sumter Electric; and the United Way. A current and active list of each of these Emergency Coordinating Officers is maintained by the Division of Emergency Management. When finalized, this plan will be distributed to each agency as reflected in the most current Emergency Coordinating Officer contact lists. In addition, it will be posted on both the county Intranet and county Internet WEB sites.

TERMS AND DEFINITIONS

Activation Level III: Monitoring Phase – Operating under normal conditions, however monitoring the situation. Notification shall be made to the appropriate local agencies, municipalities and the Emergency Support Functions (ESFs) who would need to take action as part of their everyday responsibilities. .

Activation Level II: Partial Activation – Operating under standby conditions preparing for conditions of possible danger. The EOC will be staffed by Public Safety personnel and Specific ESFs and Municipalities, as requested.

Activation Level I: Full Activation – A Catastrophe or accident that requires an all call response. For an impending Tropical Cyclone: Preparing for conditions of probable danger within 24-36 hours. This will be "FULL ACTIVATION" of the lake County Emergency Operations Organization and all ESFs.

Advisory – A National Weather Service message giving storm location, intensity, movement, and precautions to be taken.

Agency – The term agency refers to organizations, other than the Lake County Sheriff's Office (LCSO), that have a role in supporting county emergency operations during a declared state of emergency. Emergency Functions performed by the Lake County Sheriff's Office are specifically addressed as LCSO or Lake County Sheriff's Office.

Basic Operations Plan – Describes the various types of emergencies that are likely to occur in Lake County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. This establishes the concept under which the County and municipal governments will operate during response, recovery and mitigation to natural, technological and man-made disasters.

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Burn Sites – Open area identified for the collection and open burning of disaster caused debris.

Catastrophic Disaster – A disaster that will require massive State and Federal assistance, including immediate military involvement.

Clearance Time – Is based on the number of people required to evacuate, the number of vehicles that may be used, the suitability of the roads (capacity, elevation, location, etc.) and then any special evacuation considerations such as medical facilities and people with special needs.

Comprehensive Emergency Management Plan (CEMP) - The CEMP establishes uniform policy and procedures for the effective coordination of response, recovery and mitigation to natural, technological and man-made disasters.

County Warning Point - Is the location that the State will contact in case of an emergency. The 24-hour County Warning Point is located in the Lake County Communications Center at Lake Sumter EMS, Mount Dora. The Division of Emergency Management is the County Warning Point during normal duty hours Monday through Friday. When the EOC is activated it serves as the County Warning Point.

Disaster Recovery Center (DRC) - Locations set-up for victims to apply for State and Federal assistance programs for which they may be eligible.

Disaster Field Office (DFO) - Is established in or near the designated area to support State and Federal response and recovery operations. The DFO houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

Distribution Centers - Locations where in-kind donations of food, water, and other supplies received from the Resource Staging Centers, will be distributed to residents. Distribution Centers may be located in parking lots or open fields in the disaster area, as close to victims as possible.

Emergency Operations Center (EOC) - The site from which local governments exercise direction and control during an emergency.

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Field Hospitals/Emergency Clinics - Those sites where DMATS (Disaster Medical Assistance Teams) or local hospitals/physicians may set-up temporary emergency clinics to provide emergency medical care in the disaster area. The locations are established to supplement the pre-existing medical network.

Forward Command - The Command Post set-up near the emergency/disaster site, The Forward Command Incident Commander runs the scene and coordinates with the EOC Director (EOC-D).

Hazard Mitigation - Is the process of potential improvements that would reduce or remove the hazard vulnerability.

Host Shelter – A facility that is relatively safe and provides essential support services. Host Shelters do not have to meet the guidelines in ARC 4496.

Hurricane - A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder and lightning, and storm surge. Hurricanes often spawn tornadoes.

Hurricane Eye -The roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. (Do not go outdoors while the eye is passing, the full intensity of the storm will reoccur in minutes.)

Hurricane Landfall - The point and time during which the eye of the hurricane passes over the shoreline. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

Hurricane Season - The six-month period from June 1st through November 30th is considered to be the hurricane season.

Hurricane Warning - Is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

Hurricane Watch - Issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and time period. A hurricane watch indicates hurricane conditions are possible, usually within 24-36 hours. When a watch is issued, listen for advisories, and be prepared to take action if advised to do so.

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Incident Command System/Function (ICS/F) -The concept uses a functional approach to group response actions, which are most likely to be needed. There are five (5) Incident Command Functional Sections: Command, Operations, Planning, Logistics, and Finance/Administration.

Individual Assistance - Is provided to individuals and private business in the form of grants and low interest loans by the Federal government.

Information Checkpoints - Locations where residents and visitors can be directed to get information on the recovery efforts. These may be co-located with distribution centers but may also be in additional locations to ensure information is accessible.

In-Place Shelter - Means that residents will be advised to remain in their homes with the windows closed and all open-air circulation systems turned off.

Lake County Sheriff's Office (LCSO) – A separate constitutional agency of Lake County. The Sheriff is the Chief Law Enforcement Officer for the county and will act as ESF 16 and will command all Law Enforcement activities in support of Emergency Operations.

Local State of Emergency - May be declared by the County Chairman or the County Manager (when authorized), when normal community functions are, or may be severely disrupted, Lake County requires outside assistance, or as deemed necessary by the Executive Policy Group (EPG).

Long Term Recovery Period – May begin within a week of the disaster impact and may continue for years. Long-term recovery activities include on-going human service delivery; rebuilding the economy, infrastructure, and housing; implementation of hazard mitigation projects; and, funds recovery.

Major Disaster - A disaster that will likely exceed local capabilities and require a broad range of State and Federal assistance.

Mandatory Evacuation Order -The governor may issue an order for mandatory evacuation when there is a definite threat of life safety. Failure to comply with a mandatory evacuation order is a misdemeanor under Florida Statute 252.36.e.

Mass Feeding Sites - Temporary locations strategically placed near the disaster area where residents can go for a meal. Food may also be distributed to take home from these locations.

Minor Disaster -A disaster that is likely to be within the response capabilities of local government and result in only minimal need for State or Federal assistance.

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NFIP Flood Zones - Areas designated by the National Flood Insurance Program (NFIP) as being vulnerable to velocity and/or freshwater flooding based on the 100 and 500 year storms. Flood Zones include inland areas.

Post-Impact Response Period - Begins once the disaster occurs and may continue for up to a month. This phase includes the following activities communications, public information, hazard abatement, search and rescue (SAR), emergency medical service delivery, temporary shelter, impact/needs assessment, security, re-entry, traffic control, debris clearance, resource distribution and volunteer management.

Pre-Impact Response Period - Is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 48 hours before an incident (hurricane) and continues until the disaster occurs. This phase includes hazard monitoring/tracking incident notification, Emergency Operations Center (EOC) activation, public information and warning, evacuation, sheltering (in-place and relocation) and communications and coordination activities.

Primary Agency - Each ICS/ESF is headed by a primary agency that has been selected based on its expertise, authorities, resources and capabilities.

Public Assistance - Is the reimbursement and emergency assistance provided to State and local governments and private non-profit entities from the Federal government.

Radio Amateur Civil Emergency Services (RACES) - A volunteer group of amateur radio operators, who may be activated by the Lake County Division of Emergency Management, to provide communications support in times of emergency.

Recommended Evacuation -Will be issued when it is determined that the hazard may cause discomfort to residents and minimal damage to property, but it is not expected to threaten life safety.

Resource Staging Centers (RSC) - Locations in the County where supply donations and volunteers will be received from the Regional Recovery Center for re-distribution to County distribution points. RSCs may be used as distribution points. Supplies may also be warehoused at the RSC if space permits.

Red Cross Service Centers - Provide direct services, to victims needing long-term recovery assistance, primarily through the use of vouchers for food, clothing, personal items, furnishings, and rental assistance.

Regional Recovery Center (RRC) -The location where all resources from outside of the area will be directed for redistribution to County Resource Staging Center as requested. The RRC is known by many other names.

Saffir/Simpson Hurricane Scale - Is used by the National Hurricane Center to provide a continuing assessment of the potential for wind.

	<u>Winds</u>
Tropical Storm	39- 73 mph
Category 1	74-95 mph
Category 2	96-110 mph
Category 3	111-130 mph
Category 4	131-155 mph
Category 5	155+ mph

Security Checkpoints -Those locations where all traffic will be stopped to check for identification in order to determine access to the disaster area.

Shelters -Temporary emergency shelters activated prior to or after a disaster impact, operated during the disaster and closed as soon as residents can be returned to their homes or relocated to long term shelters or temporary housing areas.

Short-Term Recovery Period - May begin immediately after the disaster impact and continues for approximately six months. The Short-Term Recovery Period includes the implementation of both individual assistance programs, through Disaster Recovery Centers (DRC) and Red Cross Service Centers, and public assistance programs through damage survey teams and forms-completion. Other short-term activities include sheltering (hotels/motels, mobile homes, tent cities, etc.), on-going human service delivery, debris removal, contractor licensing, permitting and inspections.

Special Needs Population Program - The program through which impaired persons who need special assistance in times of emergency are registered, evacuated, and sheltered.

Staging Area-Is a location near or in the disaster area where personnel and equipment are assembled to coordinate response before deployment to an operational site within the disaster area.

Statewide State of Emergency - Is issued by the Governor when an emergency/disaster is eminent or has occurred. States of emergencies normally encompass specific geographic or threatened areas. Support Agency- Agency in support of one or more ICS Functional sections based on their resources and capabilities to support the functional area.

Temporary Housing Area - Where tents or mobile home units may be set-up for residents to live in before they are able to return to their own homes or they find a new home.

Temporary Debris Storage Area - Park, open area or landfill space where debris will be held after debris clearance until it can be moved to a landfill, incinerator, or other appropriate disposal location.

Tornadoes - Are formed by severe thunderstorms, most frequently in the spring and summer. A tornado can travel for miles along the ground, lift, and suddenly change direction and strike again.

Tornado Warning - A warning is issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

Tornado Watch - A watch is issued when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a Tornado Watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tropical Storm - An area of low pressure with a definite eye and counter clockwise winds of 39- 74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

Tropical Storm Warnings - Issued by the National Hurricane Center when winds of 55- 73 mph (48- 63 knots) are expected.

Traffic Control Points - Key intersections on the road network where we anticipate needing personnel to physically control traffic flow.

LAKE COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

ACRONYMS

APAO	Assistant Public Assistance Officer
CFR	Code of Federal Register
CDPO	County Disaster Preparedness Officer
DCA	Department of Community Affairs
DEM	Division of Emergency Management
DFO	Disaster Field Office
DOH	Department of Health
DMAT	Disaster Medical Assistance Team
DRC	Disaster Recovery Center
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
EM	Emergency Management
EOC	Emergency Operations Center
EOC-D	Emergency Operations Center Director
EPG	Executive Policy Group
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHMO	Federal Hazard Mitigation Officer
FNG	Florida National Guard
FmHA	Farmer's Home Administration
IAO	Individual Assistance Officer
IFG	Individual and Family Grant
I-Team	Interagency Hazard Mitigation Team
JIC	Joint Information Center
LCDEM	Lake County Division of Emergency Management
LCERT	Lake County Emergency Response Team
LCSO	Lake County Sheriff's Office
LHMO	Local Hazard Mitigation Offices
LMS	Local Mitigation Strategy
NOI	Notice of Interest
NTC	National Teleregistration Center
PAO	Public Assistance Officer
PIO	Public Information Officer
RIAT	Rapid Impact Assessment Team
SCO	State Coordinating Officer
SEOC	State EOC
SERT	State Emergency Response Team
SHMART	State Hazard Mitigation and Recovery Team
SHMO	State Hazard Mitigation Officer
SIAO	State Individual Assistance Officer
TDD	Telephonic Device for the Deaf
UC	Unemployment Compensation
VOAD	Volunteer Organizations Active in Disasters

EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (**CEMP**) is an operations-oriented document authorized by Chapter 252, Florida Statutes. The CEMP establishes the framework for an effective system to ensure that Lake County and its municipalities will be adequately prepared to deal with the occurrence of emergencies and disasters. The plan outlines the roles and responsibilities of local government, state and federal agencies and volunteer organizations. The CEMP unites the efforts of these groups under the Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards.

This plan is structured to parallel state and federal activities set forth in the State of Florida Comprehensive Emergency Management Plan, and the Federal Response Plan, and describes how state, federal and other outside resources will be coordinated to supplement county resources and response.

The **CEMP** outlines the concept of operations, direction and control, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster.

The **CEMP** presents the county's strategy for disaster response. It outlines the Emergency Support Function (ESF) concept taken from the State of Florida Comprehensive Emergency Management Plan and the Federal Response Plan. Each ESF, at a minimum, contains a concept of operations and the responsibilities of the lead and support agencies that will respond when activated by the County Emergency Management Director.

The **CEMP** provides for the rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster.

This plan replaces the Lake County CEMP dated 1998.

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